

By-Laws

Central Arizona HIV Prevention Advocates

Origin

In the spring of 1994 under the direction of the Centers for Disease Control and Prevention (CDC) and the Arizona Department of Health Services (ADHS), the Central Arizona Region Community Planning Group (CPG) began.

In June 2005, the Central Arizona Region Community Planning Group (CPG) became an advisory body to the state community planning body, the Prevention Planning Group of Arizona (PPGA). In January 2006, the group changed responsibilities and became the Gecko Forum. In September 2006, the group revised its name to Central Arizona HIV Prevention Advocates.

Mission

The mission of the Central AZ HIV Prevention Advocates is to develop a regional HIV Prevention Plan for Central Arizona that will result in programs that are responsive to high priority, community-validated needs within defined populations.

Article I. Membership and Leadership

Section 1. Size

There is no minimum or maximum size of the Central AZ HIV Prevention Advocates. However, the Central AZ HIV Prevention Advocates should strive to have 35 to 45 consensus decision making members.

Section 2. Membership selection.

The process for becoming a consensus decision making member is as follows:

1. Individual completes membership form and acknowledges the conflict of interest statement in the by-laws.
2. Any member who has attended two consecutive full group meetings will be eligible to participate in the consensus process at their third meeting.

The Central AZ HIV Prevention Advocates strives to maintain an active consensus membership that is at least one-half community members (those not directly affiliated with any HIV/AIDS services or organizations) with the remaining half representing local AIDS Service Organizations. As an advisory group to the PPGA, the Central AZ HIV Prevention Advocates welcomes the participation of individuals living with HIV/AIDS, as well as individuals representing the ethnic and cultural diversity of Maricopa and Pinal counties. The Central AZ HIV Prevention Advocates tries to reflect the realities of HIV in Maricopa and Pinal counties.

Section 3. Attendance

Attendance at full group meetings will be recorded from a member's signature on the sign-in sheet used in the latter part of the meeting. If a member is unable to attend a meeting and wishes to retain his or her attendance record, the member may speak with Central AZ HIV Prevention Advocates staff to request an excused absence. Two excused absences in a calendar year are permissible without jeopardizing consensus status. In the case of special circumstances that may result in more than two absences, a member may meet with the Central AZ HIV Prevention Advocates co-chairs to discuss the situation.

A member who is unable to attend a meeting may submit written comments, opinions on agenda items, or announcements to be shared with the group. This should be done no later than one day prior to the

meeting, and should be provided to Central AZ HIV Prevention Advocates staff.

Section 4. Participation

The Central AZ HIV Prevention Advocates has four standing committees.

The Process Committee develops and interprets the Central AZ HIV Prevention Advocates by-laws, recommends group policies and procedures, develops a process for decision making and ensures a fair process.

The Membership Committee is accountable for regularly monitoring the representation of the Central AZ HIV Prevention Advocates, seeking out prospective members from populations under-represented within the Central AZ HIV Prevention Advocates, and ensuring that the membership composition reflects the regional epidemic. The committee will review new member applications and present new members to the full group. This body will also partner with ADHS to conduct new member orientation and will be responsible for handling the additional training needs of new and continuing Central AZ HIV Prevention Advocates members to ensure parity among all group members.

The Epidemiology and Priority Setting Committee examines the HIV/AIDS demographics of the region and works to integrate information from the epidemiology updates, Integrated Epidemiologic Profile, and Community Services Assessment to develop a list of recommended prioritized target populations and appropriate science-based prevention interventions for the Comprehensive HIV Prevention Plan.

The Community Services Assessment and Evaluation Committee gives detailed feedback to ADHS as to the appropriate scope, content, and implementation of the Community Services Assessment and advise the Central AZ HIV Prevention Advocates as to the weighting of CSA information during the Priority Setting process. Components of the Community Services Assessment include descriptions of the information to be collected, the needs of populations at risk for and/or living with HIV infection, the prevention activities/interventions currently and previously implemented in populations at risk, the most recent program evaluation/QA data, and other sources of information highlighting HIV prevention needs and service gaps. The committee also works with ADHS and the PPGA in evaluating the effectiveness of targeted HIV Prevention programs.

Additional work groups and committees may be convened during the planning cycle depending on the group's need.

Because the majority of planning activities occur during committee meetings, it is strongly suggested that all members participate in at least one committee during the planning cycle.

Section 5. Chairs

The co-chairs share responsibility for guiding the group in accomplishing its mission and goals. The Arizona Department of Health Services (ADHS) will select a designated representative as one co-chair that will also serve as the group's program coordinator (staff) and the consensus members will select the other two co-chairs (community co-chairs). To be eligible to be a community co-chair, an individual must have attended at least 2/3 of the meetings in the past calendar year. Co-chairs are eligible to participate in the consensus process. Committee chairs do not need to meet these requirements; they may have any level of experience on the Central AZ HIV Prevention Advocates.

Section 6. Term limits

Each community co-chair of the full Central AZ HIV Prevention Advocates shall serve for two consecutive years and is eligible to serve an additional 2 year term. The program coordinator's term is not limited.

Section 7. Removal

An individual member of the Central AZ HIV Prevention Advocates is eligible to be a member for an unlimited number of years. Members may voluntarily resign at any time by notifying Central AZ HIV Prevention Advocates staff or co-chairs. After three consecutive unexcused absences, an attempt will be made at contacting the member. If there is no response, the member will be removed from the membership roster and will be required to reapply for membership. The group shall have the right to remove members for good cause such as intentional violation of the conflict-of-interest declaration or repeated disruption of group or committee meetings. A two-third majority is required for removal. The Central AZ HIV Prevention Advocates shall have the right to remove a community co-chair for good cause. A two-thirds majority vote is required for removal. The Central AZ HIV Prevention Advocates cannot automatically remove a program coordinator, but it may recommend removal to the state health department. A two-thirds majority vote is required for such a recommendation. A vote to remove any member or co-chair must be preceded by the full dispute resolution process as outlined in Article IV and all Central AZ HIV Prevention Advocates members must be notified at least one week prior that a removal vote will be taken.

Article II. Decision Making Process

Section 1. Parity

According to the CDC Guidance, parity is defined as “the ability of members to equally participate and carry-out planning tasks/duties. To achieve parity, representatives should be provided with opportunities for orientation and skills building to participate in the planning process and to have equal voice in voting and other decision-making activities.”

Section 2. Objective decision-making

All members, including those that represent organizations, are asked to remember that Central AZ HIV Prevention Advocates consensus and voting decisions should come from an objective viewpoint that weighs the overall priority prevention needs of the regional jurisdictions.

Section 3. Decision-making

Decisions will be made by consensus if at all possible. Consensus, as understood in the Central AZ HIV Prevention Advocates, is achieved when all members present state that they are comfortable with, agree with, or are prepared to step aside from a differing view to allow the group to move forward on a decision. All members present must be prepared to be accountable for the decision, with the noted exception of any who had removed themselves due to conflict of interest. If there is no consensus, decisions will be made by majority vote. A majority vote should be substituted for consensus only as follows:

Once a motion and a second are on the floor, there will be 10 minutes of discussion, which include question and answer, followed by a call for consensus. If agreement is not reached, the group will break into small groups for 15 minutes of discussion followed by 5 minutes of full group process discussion, followed by a call for consensus. If agreement is still not reached the small group process will be repeated, followed by a call for consensus. If agreement is not reached, a majority vote will be taken.

Article III. Governance of Meetings

Section 1. Agenda

Agenda items may be added by calling the Central AZ HIV Prevention Advocates office at least 10 days prior to the meeting date.

Section 2. *Open to public*

The public may attend any and all Central AZ HIV Prevention Advocates meetings.

Section 3. *Reimbursements for meeting attendance.*

Pending available funding, the Central AZ HIV Prevention Advocates may reimburse members in need of assistance for expenses incurred as a result of attending full group or committee meetings. Expenses may include, but are not limited to, transportation, childcare, and language interpretation services. A member wishing to request reimbursement should call Central AZ HIV Prevention Advocates staff one week prior to the meeting date. Any use of reimbursement will be kept confidential.

Section 4. *Conflict of Interest*

A conflict of interest occurs when a Central AZ HIV Prevention Advocates member knows that a given action or decision is likely to have a direct personal, financial or organizational impact on that member, a close relative (spouse, child, parent, or sibling), or domestic partner.

Members of the Central AZ HIV Prevention Advocates are asked to be mindful of potential conflicts of interest and their impact on consensus and decision processes. A Central AZ HIV Prevention Advocates member shall refrain from indicating consensus or voting on matters in which he or she has a conflict of interest as defined in this document.

If a decision is to be made which may directly affect a member's personal, financial or organizational interests, then a potential conflict or the appearance of a potential conflict exists or may be perceived to exist. In such cases:

1. The individual member must clearly declare, as early as possible in the discussion, that a conflict may exist or may be perceived.
2. Other group members may raise the question of whether a specific person has or may have a conflict of interest. If the question of potential conflict of interest is not easily resolved, the situation will be referred to and reviewed by the Process Committee for a decision.
3. Members may voluntarily recuse themselves from participating in a call for consensus.

Article IV. *Dispute resolution*

The Central AZ HIV Prevention Advocates will have both informal and formal methods of dispute resolution. An informal dispute may be raised by any member at the Central AZ HIV Prevention Advocates meeting filed with the Central AZ HIV Prevention Advocates Program Coordinator. Informal disputes will attempt to be resolved at the next scheduled Central AZ HIV Prevention Advocates meeting through discussion and the consensus process. If attempts at informal dispute resolution fail, formal dispute resolution shall be sought through written notification to the PPGA and/or Chief of the Office of HIV Services at ADHS.

Article V. *Amendments*

These by-laws may be amended as follows: The proposed change must first be presented to the Process Committee at its scheduled meeting. The proposed change(s) must be mailed to all members at least one week prior to the meeting and the amendment change must be listed on the agenda. Then, the proposed change(s) must be presented to the full Central AZ HIV Prevention Advocates at its scheduled meeting. Those supporting and opposing the amendment will be given equal time to present arguments, then a call for consensus will be taken. The full group should strive to reach consensus, but a two-thirds majority is required for a change to be approved.

Article VI. *Dissolution*

The Central AZ HIV Prevention Advocates has been formed to assist the Arizona Department of Health Services in the HIV Prevention Community Planning process. Unless the Central AZ HIV Prevention Advocates elects otherwise and creates new by-laws, the Central AZ HIV Prevention Advocates will remain formed for as long as the State of Arizona receives funding for HIV prevention planning.